



## HOW DO I MONITOR PENDING DEATH CASES IN EVERS?

Deaths must be medically certified within **24 hours** by the medical facility. The NYC Health Department will register deaths after they have been both certified by the medical facility and signed by the funeral home. Please note that funeral homes have an additional **48 hours**, from time of death, to sign.

Deaths that have been medically certified, but not signed by the funeral home, will be in the Personal Pending queue. You should monitor this queue once a week to identify deaths where there is no funeral home and at least **72 hours** have passed since time of death. These deaths should be reported by the medical facility as interim dispositions. Please do NOT report a death as an interim disposition if a funeral home is involved.

After logging into EVERS, click here under Current Activities on the Home Page.

The screenshot shows the EVERS home page for Calvary Hospital. The top navigation bar includes 'Main', 'Life Events', 'Queues', 'Reports', 'Forms', 'Table Maintenance', and 'Help'. Below the navigation bar is the 'New York City Department of Health and Mental Hygiene' logo. Underneath, there are three sections: 'Current Activities' with a link 'Click here to display your current activities', 'Messages' with a link 'Click here to display your messages', and 'Fast Links'.

**Count** indicates the number of cases that have not been registered, and **Age of Oldest in Days** indicates the number of days that the first case has been in the queue.

The screenshot shows the 'Current Activities' section of the EVERS home page. It features a table with the following data:

Queue Name	Type ↓	Count	Age of Oldest in Days
Certification Required	Death	1	266
Fact of Death Pending	Death	15	1978
ME Review Required	Death	2	1515
Medical Pending	Death	28	1978
Personal Pending	Death	30	1978
			Total Queues : 5

Below the table are sections for 'Messages' (with a link 'Click here to display your messages') and 'Fast Links'.

Click on **Personal Pending** to monitor cases in the queue.

**Data Provider** indicates whether a Funeral Home has picked up the case.

The screenshot shows a web application interface for the New York City Department of Health and Mental Hygiene. The page title is "Testing Name" and the user is logged in as "Welcome back: pgerfestMD". The navigation menu includes "Main", "Life Events", "Queues", "Reports", "Forms", "Table Maintenance", and "Help". The main heading is "New York City Department of Health and Mental Hygiene".

The search section is titled "Search by Registration Work Queue". The "Queue" dropdown is set to "Personal Pending - Death". The "Search Type" and "Value" fields are empty. The "Display" dropdown is set to "20 rows per page". There are buttons for "Show All Rows", "Filter", "Search", "Clear", and "Return".

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	17214		Test, Joe	999-99-9999	
<input type="checkbox"/>	361697		Test, Edt Rule	999-99-9999	Testing Funeral Home, Inc
<input type="checkbox"/>	57806		BottomleyC, Sancho	999-99-9999	Testing Funeral Home, Inc
<input type="checkbox"/>	780295		test, cardio	SEP-09-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	700950		test, MR	AUG-30-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	94585		Carlston, Test	JUL-25-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	756501		test, MMR	JUN-15-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	756467		te, te	JUN-15-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	751385		test,	JUN-08-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	155615		Done, Test	MAR-30-2011	
<input type="checkbox"/>	700955		test, MMR	MAR-30-2011	
<input type="checkbox"/>	612311		testing, test	MAR-30-2011	
<input type="checkbox"/>	419853		Test, Sample	MAR-30-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	691200		sdt, kjh	MAR-17-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	689805		tl,	MAR-15-2011	
<input type="checkbox"/>	685996		sd,	MAR-11-2011	
<input type="checkbox"/>	681337		b, test	MAR-03-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	668940		kh, sh	FEB-02-2011	Office of Chief Medical Examiner
<input type="checkbox"/>	155601		Test, Frank	FEB-06-2009	Office of Chief Medical Examiner
<input type="checkbox"/>	210415		Testing, Mark	SEP-02-2008	

At the bottom of the table, there are navigation links: "First", "1", "2", "Last". The total number of records is 30.

If there is no funeral home information displayed under Data Provider, and at least 72 hours have elapsed since time of death, the medical facility will need to unpronounce/uncertify the death, take responsibility for disposition, and report the death as an interim disposition. **Please refer to *How do I report interim dispositions in EVERS* for additional instructions.**

To unpronounce / uncertify and take responsibility for disposition, click on the Pronounce/Certify link and then click **Unpronounce/Uncertify**.

The screenshot shows the web application interface for the New York City Department of Health and Mental Hygiene. The page title is "New York City Department of Health and Mental Hygiene". The main content area displays "612311 :test testing MAR-30-2011" and "This registration is currently pronounced and certified." A red box highlights the "Unpronounce/Uncertify" button. A dialog box titled "Windows Internet Explorer" is open, asking "Are you sure you wish to Unpronounce/Uncertify this registration?" with the "OK" button highlighted in red. A green callout bubble points to the "OK" button with the text "Click OK".

The screenshot shows the web application interface for the New York City Department of Health and Mental Hygiene. The page title is "New York City Department of Health and Mental Hygiene". The main content area displays "612311 :test testing MAR-30-2011" and "This registration has been unpronounced and uncertified." The "Clear" and "Return" buttons are visible.

Click on **Decedent**, and select **Yes** for “Will medical institution be responsible for final disposition?”

Please refer to **How do I report interim dispositions in EVERS** for additional instructions.

**Note:** If a Potential Duplicates error message displays upon validating the record, you must verify that a second certificate was not already filed.

Validation Results				List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup			
DR_0092: One or more records currently exist for this decedent. Please verify this case is not a duplicate <a href="#">Potential Duplicates</a>	<input type="checkbox"/>	<a href="#">fix</a>	<a href="#">fix</a>			

If it is confirmed to be a duplicate, you must contact the Constituent Services Unit at 646-632-6705 to abandon the duplicate record.

For questions regarding EVERS, please contact:

Constituent Services Unit  
 New York City Department of Health and Mental Hygiene  
 (646) 632-6705  
[evers@health.nyc.gov](mailto:evers@health.nyc.gov)

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